

ARIZONA DEPARTMENT OF EDUCATION
Timeline for Writing/Revising an Arizona School Improvement Plan (ASIP)
Title I School Improvement – Sample Timeline

Please include school name and contact information below. For each month, provide the date and event or activity planned for writing or revising the school's ASIP. The ASIP is due to the Arizona Department of Education on or before October 28, 2009. Submit to www.ideal.ade.az.gov.

School Name: _____
Phone: _____
Email: _____

Contact Person: _____
Position: _____
FAX: _____

August Bold and Red items are required
Attend required Arizona Department of Education (ADE) Title I Fall Process Forum

August 12, 2009	Flagstaff, Arizona
August 17	Mesa, Arizona
August 18	Tucson, Arizona
August 19	Phoenix, Arizona
	Yuma, Arizona

August 26	Submit parent letter with required components to ADE to place on file Ellen.Hallan@azed.gov or e-mail to your assigned specialist Notify parents of Title I School Improvement Status (post to website and distribute in other prominent fashion as per NCLB regulations)
-----------	---

Must be 14 days before school starts so can't be approved Aug. 26

September

Attend optional Arizona Department of Education (ADE) Regional Meetings

- | | |
|-----------|--|
| September | School Leadership Team (SLT) to develop time table to: gather data (formal/informal for teachers, students, parents, community); conduct self assessment (Standards and Rubrics for School Improvement); and complete ASIP on-line. School Leadership Team to develop list of instructional staff, parents and community members to participate in the Arizona School Improvement Plan (ASIP) committee and self assessment. |
| September | Send a formal invitation to instructional staff, parents and community members to Participate in Arizona School Improvement Plan Committee and self assessment |
| September | Open House and annual Title I Parent Meeting (invite parents to participate in ASIP Committee |
| September | ASIP Committee to use the Standards and Rubrics for School Improvement to conduct self Assessment – divided into four groups, one for each standard (School principal, dean of Students, PTSO president and Title I teacher to facilitate the four sub-committees |

October

- | | |
|---------|--|
| October | ASIP Committee meeting to gather evidence to assess the strengths and limitations of the school – Sub-committee reports to group to begin analyzing strengths and limitations, synthesize results and compile final report for presentation. ASIP Committee presentation to school Staff and parents |
| October | ASIP self assessment posted to on-line plan via IDEAL |
| October | ASIP Committee meeting to develop ASIP Action Plan |

October	Attend optional Arizona Department of Education (ADE) Title I Regional meetings
October	ASIP due to LEA for peer review and approval
October	ASIP Committee meeting to finalize ASIP Action Plan
October 28	ASIP and LEA Support completed and submitted to ADE via IDEAL and to the district Office. Original signed copy of LEA Support mailed to Arizona Department of Education, Cindy Richards, 1535 W Jefferson, Bin 10, Phoenix, Arizona 85007
October 28	ASIP due

November

November 1-	Progress Report #1 due for schools in Restructure Planning phase of School Improvement
November 10	Progress Report #1 due for schools in Restructure Implementation phase of School Improvement

January

January 10	Progress Report #1 due for schools in Corrective Action phase of School Improvement
January 8, 9, 13, 14, 26, 27	Tentative – Attend optional Arizona Department of Education (ADE) Title I Regional Meetings
January	Title I School Improvement Grant must be submitted and approved

March

- March 3 **Progress Report #2 for schools in Corrective Action phase of School Improvement**
- March 24 **Progress Report #2 due for schools in Restructure Implementation phase of school Improvement**

April

- April 21 **Progress Report #2 due for schools in Restructure Planning phase of school improvement**

May

- May 5
- May 4, 5 and 6 **Tentative – Attend optional Arizona Department of Education (ADE) Title I Regional Meetings**
- May 12 **Progress Report #3 due for schools in Corrective Action phase of school improvement**
- May 26 **Progress Report #3 due for schools in Restructure Implementation phase of school improvement**